



T/N 259

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Date Issued January 1975

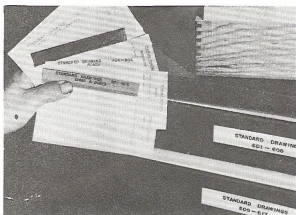
TECHNICAL NOTE

U.S. DEPARTMENT OF THE INTERIOR - BUREAU OF LAND MANAGEMENT

FILING FOR ENGINEERING
DRAWINGS AND MAPS

By

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Arizona State Office



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Additional copies of Technical Notes are available from DSC, Federal Center Building 50, Denver, Colo., 80225



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An employee suggestion submitted by Larry D. Taddia from the Arizona State Office recommends a filing system for Engineering drawings and maps. The suggestion has been adopted for optional use by all Bureau offices.

Filing for engineering drawings, maps, and other related material with features such as color coding, quick reference, history reference, and alphabetical listing.

Description:

It will be necessary to maintain three lists or files which show the drawings in the following order:

- I. District and Type (Quick Reference)
 - A. Major Groups (color coded)
 - 1. Alphabetically
- II. Alphabetical Listing
- III. Historical Reference

For an example, we will use the drawing Collection Box and Trash Rack and show how it is filed and found under each of the three files.

I. Districts and Types (Quick Reference)

First the drawing was given a reference code. Its' type, Standard Drawings, was the '600' series. It was also put into one of the major groups. This drawing was placed under Dams and Dikes, the '1' thru '3' series, and color coded blue. So its' complete number was '601'. It was listed on a blue card under Dams and Dikes for drawing type '600'. Also, because a layman might not know what a collection box is, it was listed under Miscellaneous. See "Quick Reference" Illustration.



II. Alphabetical Listing

If only the title is known, the alphabetical list is used. This is a triple spaced alphabetical list by title. It gives the complete title, reference code of the drawing, and the number of sheets. Additions are penciled in until retyping is necessary. See the "Alphabetical Listing" Illustration.

III. Historical Reference

For the historical reference, a card file is kept. The cards are stored by title, alphabetically. They are also color coded according to their group. For our example, the Collection Box and Trash Rack is shown on a blue card. On each card is the title, reference number, and brief history, environmental study date, approval date, bid draft submission, etc. See the "Historical Reference" illustration.

The drawers with the drawings in them are also coded and kept in reference number order. The drawing, Collection Box and Trash Rack, is in the drawer marked "Standard Drawings, 601-608". Within the drawer, a blue index tab marked '601' shows the correct section to look in. For a tube storage system, the same labeling can be used. See the "Drawer Labels" and "Transparent Index Tabs" illustration.

Steps Necessary to Put Suggestion into Effect:

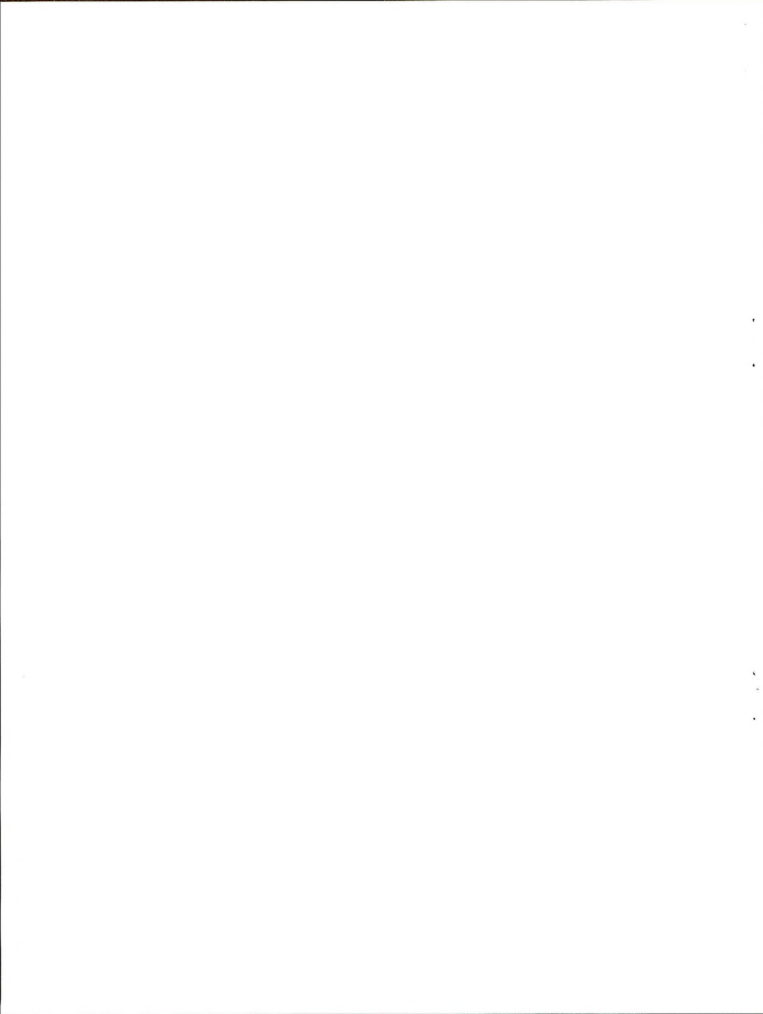
First, a numbering system must be devised. One series of numbers is used for each District and type. For example, Phoenix District is the '200' series and Standard Drawings are the '600' series. Then a series of numbers is given to each subject. For example, Dams and Dikes are the '1' thru '3' series and Range Improvements are the '14' thru '15' series.

Next, all the drawings are sorted, given a reference number, and listed in the three files. After a contract has been approved or the item built, only the originals are kept. All others are discarded.

Then the drawings are placed in drawers or tubes. The drawers are then appropriately labeled and index tabs are placed on the drawer dividers.

Separate from drawings are the maps. These are kept in alphabetical order under general groups. The following is one list of these groups:

USGS Quads	Transportation Plans
Army Map Service	Visitor Maps
Color Quads Maps, Arizona	Scenic Brochures
U.S. Forest Service Maps	Miscellaneous



COLOR CODE

	— BLUE — DAMS & DIKES
	— BUFF — ROADS
	— GREEN — RECREATION
	— YELLOW — RANGE IMPROVEMENTS
	— WHITE — MISCELLANEOUS

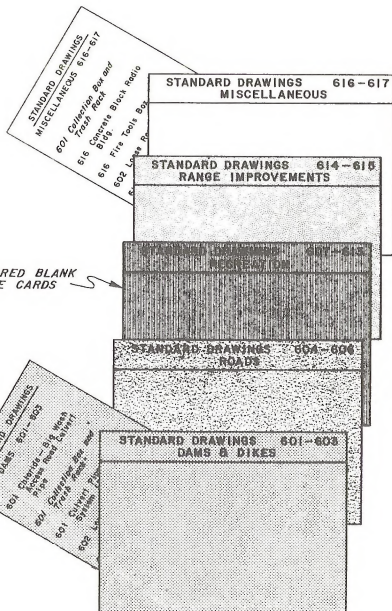
3" x 5" COLORED
INDEX CARDS

STANDARD DRAWINGS	
DAMS 601-603	
601	Channel - Big Rock Access Road Culvert Plan
601	Collection Box and Trash Rack
601	Culvert Pipe Downstream System (SPR)
602	Loose Rock Spreader
602	Principal Spillway - New Shale (SCS)
603	Typical Stockwater Dam

STANDARD DRAWINGS	
MISCELLANEOUS 616-617	
601	Collection Box and Trash Rack
616	Concrete Block Radio Bldg.
616	Fire Tools Box
602	Loose Rock Spreader
616	Standard Warehouse Plans
617	Standard Method - Excavation & Backfill - Outlet Structure Trenches

QUICK REFERENCE

COLORED BLANK
GUIDE CARDS



STANDARD DRAWINGS
601 - 608

STANDARD DRAWINGS
609 - 617

DRAWER LABELS



TRANSPARENT INDEX TABS
(FOR DRAWER DIVIDERS)

ALPHABETICAL LISTING

8" x 10 1/2" PAPER →

January 1973

STANDARD DRAWINGS

- 614 BUMPER GATE PLAN - 1 sheet
original
- 601 CHLORIDE - BIG WASH ACCESS ROAD CULVERT PIPE - 1 sheet
original
- 614 CLAMP FOR STRETCHING WOVEN WIRE - 1 sheet
original
- 601 COLLECTION BOX AND TRASH RACK - 1 sheet
original
- 610 CONCRETE FIREPLACE - 1 sheet
original
- 611 CONCRETE CURB BARRIER - 2 sheets
original
- 616 CONCRETE BLOCK RADIO BLDG. - 1 sheet
original
- 610 COOKING FIREPLACE - 4 sheets
neg. & print
- 610 COOKING GRILL, GROUP - 1 sheet
original
- 601 CULVERT PIPE DOWNRAIN SYSTEM (BPR) - 2 sheets
ozlid print

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COLOR CODE



— WHITE — MISCELLANEOUS

COLLECTION BOX AND TRASH RACK 601

Environmental Statement Accepted: Feb. 1951
Site Plan Approved: March, 1951
Bid Draft Submission: March 20, 1951
Date Awarded: May 19, 1951
Project Approved: July 10, 1951

HISTORICAL REFERENCE

	XYZ
CULVERT SUMMARY	604
CULVERT PIPE DOWNDRAIN SYSTEM	601
DRAINAGE PIPES AND CULVERTS	612
CLAMP FOR STRETCHING WOVEN WIRE	614
CHLORIDE - BIG WASH ACCESS ROAD CULVERT PIPE	601

D

COLLECTION BOX AND TRASH BACK

Environmental Statement Accepted : Feb. 1991

Site Plan Approved : March 1991

Bid Draft Submission : March 20, 1991

Date Awarded : May 19, 1991

Project Approved : July 1991

C

B

A

BUMPER GATE PLAN

614

3" x 5" COLORED
INDEX CARDS

ALPHABETICAL
INDEX CARDS

